

SHEKINAH MISSION (PLYMOUTH) LIMITED

Job Advertisement

An exciting opportunity has arisen with Shekinah to join our team. This is a fantastic opportunity to utilise your skills and experience to really make a difference to peoples' lives.

About Shekinah

Shekinah has been in operation since 1992, and has acquired both a local and national reputation for the excellence of its work, and for the non-threatening, non-bureaucratic and supportive environment it has created for its' clients. The services of Shekinah are open to all, irrespective of their race, age, religion, sexuality, gender, addictions, criminal record, ability or disability.

Shekinah provides opportunities for people who are experiencing all forms of homelessness and other challenges they maybe currently facing. A passionate and dedicated team of staff and volunteers work tirelessly ensuring that people in crisis are given a variety of opportunities to reach a secure and contented life.

Although all forms of homelessness are at the core of Shekinah's work, there is an increasing demand from those people with other personal challenges. Working with key strategic partners, Shekinah helps people access support to help move away from the streets, address their health issues, learn new skills via our training centre and receive help in finding work with the support of the local business community.

We see the person first, so we can work together to enable them to be the person they want to be. To be a voice for individuals with multiple and complex needs. We will achieve this by listening to what they tell us, advocating for what they need and supporting the changes that deliver that.

To learn more about Shekinah, please visit our website at:

www.shekinah.co.uk

About the role

For information about the role, please see the attached job description / role profile.

This post is subject to a DBS Check.

Application process

To apply, please send your CV and expression of interest to Peter Woad, Human Resources Manager at Shekinah, Bath Street, Plymouth, PL1 3LT or e-mail peter.woad@shekinah.co.uk by 14/1/22.

Your expression of interest must not exceed 2 pages and should cover the following points:

- Why you want this opportunity
- Past experience in related positions and what you can bring to this post
- Knowledge of basic skills needed for the job
- Attention to how you meet the person criteria detailed in the role profile
- Identifying the learning and development you need to thrive in the post

Title:	Accounts / Finance Assistant - Apprentice
Responsible to:	Finance Manager
Salary:	£4.30 per hour in first year, rising to standard apprentice rate depending upon age
Duration:	Typically 12 to 14 months
Hours:	37.5 hours per week
Location:	Based at Shekinah Mission, Bath Street, Plymouth, PL1 3LT

JOB DESCRIPTION

PURPOSE OF YOUR JOB

- To support and contribute to the delivery of Shekinah's services.
- To maintain a positive and friendly organisational image when in contact with visitors, colleagues, people using Shekinah services and vendors in person, online, or via telephone.

PRINCIPAL ACCOUNTABILITIES

1. Act as a role model in all you do and represent the organisation professionally and positively in accordance with our behaviours and values.
2. General administrative-related tasks in relation to the job role.
3. Attending staff and team meetings when necessary.
4. Work within relevant Health and Safety guidelines to maximise the safety of people using Shekinah services and staff.
5. To develop professionally and to identify opportunities to improve the level of service Shekinah offers to the people using our services.
6. Utilise knowledge skills and experience to recognise difficult or challenging situations and use appropriate communication skills.
7. Follow all policies and procedures and in particular those in respect of Risk Assessment and Safety Planning, Professional Boundaries and Lone Working, Safeguarding Adults and Safeguarding Children and other good practice guidelines or legislative requirements as required.
8. Any other reasonable duties required of you in your role as required.

This job description covers the current range of duties and will be reviewed from time to time. It is Shekinah's aim to reach agreement on changes, but if agreement is not possible, Shekinah reserves the right to change this job description.

REHABILITATION OF OFFENDERS ACT 1974

Because of the nature of the work involved in this post, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. It is a condition of employment that all convictions are disclosed in advance.

QUALIFICATIONS

Apprentices will be required to take the professional qualification: AAT Foundation Certificate in Accounting (Level 2).

ROLE PROFILE

1. KNOWLEDGE

General business:

- Aware of elements of commercial law that may have an impact when working in accountancy, such as contracts, data protection or Anti Money Laundering
- Can explain the importance of upholding relevant codes of conduct
- Can explain different legal entities and organisational structures
- Aware of the impact of technology on business and its accounting and finance functions.

Understanding Shekinah:

- Understand own role within the context of the organisation
- Understand transactional processes of accounting and their use within a finance function
- Understand what makes a business or organisation successful, through either buying or selling products or supplying services to a market.

Accounting systems and processes:

- Understand how accounting systems and processes allows a business to keep track of all types of financial transactions
- Know a range of routine accounts reports, reports and their use within the finance function
- Understand the basics of internal control within own organisation.

Basic accounting:

- Aware of basic accountancy concepts and double entry bookkeeping
- Understands bookkeeping controls
- Understand the cost recording system within an organisation
- Develop an understanding of the differences between Financial and Management Accounting.

Ethical standards:

- Understands corporate social responsibility (CSR), ethics and sustainability within organisations
- Understands the importance of the need to keep up-to-date with relevant policies, procedures, regulatory or system changes.

2. SKILLS

Attention to detail:

- The ability to examine data to identify issues
- The ability to reconcile data to minimise the chance of errors
- The ability to plan and review work
- Recognise and rectify errors.

Communication:

- Deals effectively with a range of stakeholders using appropriate communication methods to deliver accurate and timely results
- Avoids jargon and uses the correct technical terms where appropriate
- Demonstrates good listening and speaking skills to be able to communicate effectively in the right manner.

Uses systems and processes:

- Utilises relevant office and accounting software packages to input and manage data accurately
- Ability to maintain the security of accounting information using passwords and other appropriate security measures.

Personal effectiveness:

- Ability to organise self, prioritise workload and activity to meet deadlines
- Actively identifies team workload problems and offers to support peers where appropriate
- Ability to understand issues beyond own remit.

3. BEHAVIOURS

Teamwork:

- Supports colleagues and collaborates to achieve results
- Builds working relationships within own team and other parts of the organisation
- Be aware of their impact on others.

Personal development:

- Successfully implements changes that are required, as directed
- Displays an ongoing commitment to learning and self-improvement
- Seeks feedback and acts on it to improve their performance.

Professionalism:

- Looks to behave professionally by adhering to the organisational code of conduct
- Has a 'right first time' approach
- Shows integrity in their approach
- Demonstrates personal pride in the job through appropriate dress and positive and confident language.

Customer focus:

- Builds and maintains customer satisfaction with the products and services offered by the organisation in line with company policy, regulation and practice
- Delivers excellent service, identifying and meeting or exceeding customer expectations.